



# Sarnia Police Services Board Policy

Issue Number:

**SPS-BP-AI-011**

<b>Subject:</b> <b>Framework for Annual Reporting</b>	<b>Effective Date:</b>
<b>Replaces:</b> SPS-BP-AI-011 (2008)	<b>Distribution:</b> <b>All Members</b>
<b>Last Reviewed:</b> August 2023	<b>Expiration Date:</b> <b>Indefinite</b>
<b>Approved By:</b> Board Chair	<b>Signature:</b>

## **A Legislative/Regulatory Requirements**

Section 31 of the Adequacy Standards Regulation requires the Chief of Police to prepare, for the Police Services Board, an annual report on the activities of the police service during the previous fiscal year, which includes information on:

- Performance objectives, indicators and results;
- Public complaints; and
- The actual cost of police services.

In addition, section 32 of the Adequacy Standards Regulation requires a police services Board to enter into a protocol with its municipal council that sets out the date by which the annual report will be provided to the municipal council, the responsibility for making the annual report public and the date by which it will be made public.

Furthermore, Section 30 of the Adequacy Standards Regulation requires a Police Services Board to include in its business plan, which is to be prepared at least once every three years, quantitative and qualitative performance objectives and indicators relating to:

- The police service's provision of community-based crime prevention initiatives, community patrol and criminal investigation services;

- Community satisfaction with police services;
- Emergency calls for service;
- Violent crime and clearance rates for violent crime;
- Property crime and clearance rates for property crime;
- Youth crime and clearance rates for youth crime;
- Police assistance to victims of crime and re-victimization rates; and
- Road safety.

Finally, the *Police Services Act* sets out the following with regard to public complaints:

- paragraph 41 (1)(d) specifies, as a duty of the Chief of Police, the administration of the complaints system in accordance with Part V of the Act;
- Part V sets out the processes for the Chief of Police's administration of the complaints system with respect to complaints by the public about the policies or services provided by a police service, or complaints by the public regarding the conduct of a police officer; and
- Sub-section 31(1) requires the police services board to establish guidelines for dealing with complaints made under Part V of the Act, review the Chief of Police's administration of the complaints system under Part V of the Act, and receive regular reports from the Chief of Police on his or her administration of the complaints system.

## **B     Board Policy**

1. It is the policy of the Sarnia Police Services Board with respect to annual reporting that:
  - (a) The Chief of Police will prepare an annual report for the Board on the activities of the police service during the previous fiscal year, which includes, at minimum, information on:
    - (i) Performance objectives and indicators as set out in the business plan, and results achieved;
    - (ii) Public complaints; and
    - (iii) The actual cost of police services; and
  - (b) This Board will enter into a protocol with municipal council that addresses:

- (i) The responsibility for making the annual report public; and
- (ii) The dates by which the annual report will be made available to the Municipal Council.